



Federal Communications Commission  
Washington, D.C. 20554

May 19, 2011

DA 11-910

## **Small Entity Compliance Guide**

### **Local Number Portability (LNP) Porting Interval and Validation Requirements; Telephone Number Portability**

FCC 10-85

WC Docket No. 07-244

CC Docket No. 95-116

Released: May 20, 2010

This Guide is prepared in accordance with the requirements of Section 212 of the Small Business Regulatory Enforcement Fairness Act of 1996. It is intended to help small entities—small businesses, small organizations (non-profits), and small governmental jurisdictions—comply with the new rules adopted in the above-referenced FCC rulemaking docket(s). This Guide is not intended to replace the rules and, therefore, final authority rests solely with the rules. Although we have attempted to cover all parts of the rules that might be especially important to small entities, the coverage may not be exhaustive. This Guide may, perhaps, not apply in a particular situation based upon the circumstances, and the FCC retains the discretion to adopt approaches on a case-by-case basis that may differ from this Guide, where appropriate. Any decisions regarding a particular small entity will be based on the statute and regulations.

In any civil or administrative action against a small entity for a violation of rules, the content of the Small Entity Compliance Guide may be considered as evidence of the reasonableness or appropriateness of proposed fines, penalties or damages. Interested parties are free to file comments regarding this Guide and the appropriateness of its application to a particular situation; the FCC will consider whether the recommendations or interpretations in the Guide are appropriate in that situation. The FCC may decide to revise this Guide without public notice to reflect changes in the FCC's approach to implementing a rule, or to clarify or update the text of the Guide. Direct your comments and recommendations, or calls for further assistance, to the FCC's Consumer Center:

1-888-CALL-FCC (1-888-225-5322)  
TTY: 1-888-TELL-FCC (1-888-835-5322)  
Fax: 1-866-418-0232  
[fccinfo@fcc.gov](mailto:fccinfo@fcc.gov)

### **Objectives of the Proceeding**

- Facilitate the prompt exchange of data between service providers to enable them to complete simple wireline-to-wireline and simple intermodal number porting requests within one-business-day as mandated by the Commission.
  - By porting or number portability, the Commission means the ability of telecommunications users to retain their existing number, at their same location, when switching from one telecommunications carrier to another.
  - By intermodal port, the Commission means a port between a wireline and a wireless carrier, or a port involving interconnected Voice over Internet Protocol (VoIP) service.
- Facilitate timely implementation of the one-business-day simple porting interval so that both consumers and service providers may begin to realize the benefits of the shortened porting interval.
- Standardize the information fields exchanged between service providers in order to streamline the porting process, reduce errors, and decrease port request fallout.
- Ensure that consumers are able to port their numbers efficiently and enhance competition for all communications services.

### **Compliance Requirements**

- All telecommunications carriers as well as interconnected VoIP providers, must use the following 14 data fields for simple port order processing:
  - **Customer Carrier Name Abbreviation** – This three-letter code identifies the company that submitted the Local Service Request (LSR) and the company to whom response messages must be returned.
  - **Purchase Order Number** – This field identifies the customer's unique purchase order or requisition number that authorizes issuance of the request or supplement and allows carriers to track the ongoing progress of the port request and provide order status to the end user or to make changes to the original request.
  - **Account Number** – This field identifies the account number assigned by the current service provider.
  - **Desired Due Date** – This field identifies the customer's desired due date for the port and is required to differentiate between simple and non-simple ports.
  - **Requisition Type and Status** – This field specifies the type of order to be processed.
  - **Activity** – This field identifies the activity involved in the service request.
  - **Company Code** – This field identifies the exchange carrier initiating the transaction.
  - **New Network Service Provider** – This field identifies the Number Portability Administration Center (NPAC) Service Provider Identifier (SPI) of the new network service provider.
  - **Agency Authority Status** – This field indicates that the customer is acting as an end user's agent and has an authorization on file.
  - **Number Portability Direction Indicator** – This field is used to let the new service provider direct the correct administration of E-911 records.
  - **Telephone Number (Initiator)** – This field provides the telephone number for the initiator of the port request.

- **Zip Code** – This field identifies the zip code of the end user’s service address and is used to validate that the correct end user’s telephone number has been sent on the port request.
- **Ported Telephone Number** – This field identifies the telephone number or consecutive range of telephone numbers residing in the same switch to be ported.
- **Version** – This field identifies the submitting service provider’s order version number and enables service providers to track orders internally and make changes or modifications to the original port request. In combination with the Purchase Order Number, this field is also used by service providers to track the ongoing progress of the port request and to ensure the correct version of the order is being processed. [47 C.F.R. § 52.36]
- In addition to the 14 required data fields, the passcode field may be considered an optional field, unless requested and assigned by the end user, in which case it may be considered a required field. [47 C.F.R. § 52.36]
- All telecommunications carriers as well as interconnected VoIP providers are required to adhere to the North American Numbering Council’s (NANC) recommended port provisioning process flows for both simple and non-simple wireline-to-wireline and intermodal ports. [LNP Standard Fields Order]
- Customer Service Record (CSR) requests must be returned within 24 clock hours, unless otherwise negotiated, excluding weekends and current service provider holidays. [LNP Standard Fields Order]
- For simple port requests, an accurate and complete LSR must be received by the current service provider between 8 a.m. and 1 p.m. local time on a business day for a simple port request to be eligible for activation at midnight on the same day. Any simple port LSRs received after 1 p.m. on a business day local time will be considered received on the following business day.  
[47 C.F.R. § 52.35(a)]
  - The traditional work week of Monday through Friday represents mandatory business days, excluding the service provider’s company-defined holidays, and minimum business hours are 8 a.m. to 5 p.m.

### **Implementation Dates**

- **All providers subject to these rules (other than small providers).**
  - All providers subject to the Commission’s LNP rules must comply with the one-business-day porting interval and this Order’s implementation requirements no later than **August 2, 2010**. [Porting Interval Order, FCC 09-41; LNP Standard Fields Order]
- **Small providers subject to these rules.**
  - Small providers must comply with the one-business-day porting interval and this Order’s implementation requirements no later than **February 2, 2011**. [Porting Interval Order; LNP Standard Fields Order; 47 C.F.R. § 52.35(b)]
    - Providers with fewer than 2 percent of the nation’s subscriber lines installed in the aggregate nationwide and Tier III wireless carriers, as defined in the *E911 Stay Order*, are considered small providers. For purposes of this Order, what constitutes a 2 percent provider will be calculated based on an aggregate of incumbent local exchange carrier (LEC) and competitive LEC lines, based on the Commission’s most recent industry statistics available as of August 3, 2009. [Porting Interval Order]

**Web Links**

- A copy of the *LNP Standard Fields Order* is available at:  
[http://hraunfoss.fcc.gov/edocs\\_public/attachmatch/FCC-10-85A1.pdf](http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-10-85A1.pdf)
- A copy of the *Porting Interval Order* is available at:  
[http://hraunfoss.fcc.gov/edocs\\_public/attachmatch/FCC-09-41A1.pdf](http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-09-41A1.pdf)